

CONFIDENTIAL

MEMORANDUM FOR: Director of Logistics

12 JUL 1957

SUBJECT: Reduction of Administrative Workload

REFERENCE: Book Dispatch [REDACTED]

25X1A

The following Stations and Bases have submitted suggestions which are pertinent to your functional responsibilities. Please advise this Office the action taken to implement these suggestions, or submit sufficient detailed justification for the retention of status quo to enable us to prepare an explanatory dispatch to the Field installations:

a. [REDACTED] -- "The second time consuming administrative problem is inventory. In the past year, due to instructions from various elements in the support structure, [REDACTED] Base has been forced to inventory its non-expendable property on three occasions. Base believes one inventory per year or even every two years would be more practical. The occasional piece of furniture that might become misplaced due to this extended period certainly would be more than compensated for by the corresponding saving of man-hours."

b. [REDACTED] -- "Copies of Shipping Documents:
In regard to the requisitioning of operational and administrative supplies from Headquarters, it seems that an overabundance of copies of the requisition itself and allied shipping documents are received by the Station. The present system is not clearly understood; an average of eight copies of these documents is received at various intervals between the time of forwarding a requisition to Headquarters and the time of receipt of the supplies. It is believed that a maximum of two of the basic requisition and allied shipping documents for advance notice of shipment would suffice, which along with the copy received with the shipment would furnish the Station with sufficient copies for receipt notification to Headquarters and a Station file copy. As in the case of a. above, time would be saved in the handling and recording of these documents which in the final analysis are destroyed [REDACTED]"

c. [REDACTED] -- "Maintenance of Property Records:
[REDACTED] is too small to qualify for a full-time property officer, but still large enough to make maintenance of property records and controls a problem. After some experience of assigning the responsibility to members of our clerical staff, it is our conclusion that the property records system is too technical to make this entirely feasible, since untrained persons tend to become lost in the intricacies of its special methods and terminology. On the

CONFIDENTIAL

26 DEC 1978

073

~~CONFIDENTIAL~~

assumption that only considerable experience can qualify an employee to handle the system as established, we think it is also impracticable to attempt to train members of the clerical component for this function prior to their departure for the field. Therefore, we propose that a study be initiated to provide a simplified property records and control system for smaller field stations. We believe the system should be one capable of being handled without special training by an attentive clerical employee, able to be transferred to another employee without undue difficulty and containing sufficient automatic and built-in controls to make it unnecessary for the clerical employee who handles it to exercise a property officer's control function. Development of such a system, if this is possible, would relieve the [redacted] station, at least, of its single largest administrative problem."

d. [redacted] -- "In the past, a great amount of paper work has been expended on the subject of TVA's. A contributing factor in this administrative workload has been Headquarters's delay in approving the TVA's as submitted or approving TVA's which Headquarters feels are required. As an example, the old [redacted] TVA was in channels for approximately nine months before that Base even received a verbal approval or almost a year before an approval in writing was received. The new [redacted] Station TVA was submitted in [redacted] and already the paper work is starting to build up as indicated by [redacted]. We realize the problems connected with a TVA approval but it would certainly assist us in our operations if a fast approving mechanism were in effect at Headquarters."



25X1A



25X1A

"Useless Paper: Often we get papers we don't need. Example: Vouchered Shipping Documents are sent to us in about 10 copies; actually, we need only three copies. Example: Last year someone sent us a whole box of routing and disposition slips (Form 779) used in Headquarters to route papers from one office to another.



from one desk to another. The forms occupied space in our files for several months until we were notified there was a shortage of Form 779 at Headquarters and asked if we could return our surplus. We were glad to ship the whole box back."

25X1C

"Needless Questions: Sometimes the small station is burdened with questions or questionnaires which could easily have been answered by the Headquarters country desk. Example: Last year I had to fill out a Real Property Report (Form 36-220) which asked me to list dwellings, warehouses, office buildings, and other structures occupied by this station; give the number and size of rooms in each building; show alterations, renovations and major repairs; and cover such matters as storage space, parking areas, and utilities. Actually, the country desk at Headquarters should have been able to supply a quick answer: I have one small room in the [redacted] building, and no real estate anywhere."

25X1A

"Inappropriate Supplies: In the two years I have been in

25X1A

25X1A

[redacted] I have been given two [redacted] vehicles by Headquarters. In both cases the cars arrived complete with heaters and defrosters which I had never asked for and which are, of course, totally unnecessary [redacted] Retail cost of both heaters must have totalled about \$100, which could have been saved by making a couple of unclassified phone calls to the country desk."

25X1A



25X1A

Approved For Release 2001/08/31 : CIA-RDP78-04718A000300010038-8

Approved For Release 2001/08/31 : CIA-RDP78-04718A000300010038-8

~~CONFIDENTIAL~~

"It is believed that a careful review of all regulated items would remove many from the list. An example that might be removed would be office machines available in the field at a cost only slightly higher than in PEPRIME."

25X1A

"The [REDACTED] Handbook should be revised, brought up to date and contain more instructions for stations not of depot size. Additional clarification as to whether the handbook should be considered as a regulation or a definite statement that it is only a guide to be followed when practical would be helpful since the auditors are using this handbook as a regulation."

25X1A

[REDACTED]

25X1A

25X1A

[REDACTED] contained rather extensive comments on the Stock Status and Property in Use Report. Rather than a repetition of these comments here it is suggested that headquarters refer to this dispatch."

[REDACTED]
Special Assistant to the
Deputy Director (Support)

25X1A

Distribution:

- Original & 1 - Addressee
- 1 - SSA-DD/S
- ✓ 1 - DD/S Chrono
- 1 - DD/S Subject - 84 87
- 1 - DD/S Reading

~~CONFIDENTIAL~~